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JUN 25 1954

MEMORARDUM FOR: Comptroller

Comptroller General Counsel Chief of Logistics Chief, Medical Staff Chief, Security Office

Auditor in Chief

BUBJECT:

Annual Management Improvement Report

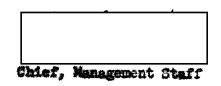
- 1. You will recall that the Agency's Annual management improvement report, as prescribed in Bureau of the Budget Circular A-8, dated 29 June 1951, should be submitted to the Bureau of the Budget no later than 15 September 1954 for Fiscal Year 1954.
- 2. I would appreciate having each of you designate and inform me of the name of one person in your organization to work with of this staff in developing the report.
- 3. If each of you will let me have your report by 9 August, we will then add to it information from the Management Staff files and prepare the Agency's report.
 - 4. Your report should be prepared in three sections:
 - a. Major management problems which are beyond your authority to solve.
 - b. Major areas of potential improvement selected for emphasis in Fiscal Year 1955.
 - e. Specific action taken during Fiscal Year 1954 to solve major program or operating problems and improve management.
- 5. With reference to paragraph 4.c. above, the following check list while in no way intended to be restrictive, is offered to indicate the type of information desired:
 - a. Actions taken to conserve material.
 - b. Improved organizational structure, functions, and procedure.
 - c. Actions taken to improve manpower utilization.
 - 4. Development and use of work measurement and work load data and production standards.

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- e. Improved scheduling of operations.
- f. Use of business machines.
- s. Use of statistical sampling methods.
- h. Improved progress reporting and reviewing systems for the appraisal of performance.
 - 1. Actions taken to improve coordination.
 - j. Improved project control systems.
 - k. Elimination of duplication of effort.
- 1. Gains, both inter- and intra-Agency, realized from committee or board mechanisms.
 - m. Techniques which improved quality or quantity of production.
 - n. Policy agreements, which resulted in management improvements
- o. Program, operating, or administrative achievements resulting in improved management.
- 6. Your report should be prepared in unsterilized fashion, based upon the assumption that the Agency's report to the Bureau of the Budget will be starilized.



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RANSMITTAL . P 25 June 1954 TO: General Counsel ROOM NO. BUILDING 317 South REMARKS: JSW FROM: Chier, management Staff EXTENSION ROOM NO. BUILDING 16--65268-1 FORM NO. 36-8 SEP 1946

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